

DDA Registry  
83-0140/3

21 JAN 1983

MEMORANDUM FOR: Director of Medical Services

FROM: Harry E. Fitzwater  
Deputy Director for Administration

DDA REGISTRY

FILE: 100-3-2

SUBJECT OMS Phase IV Action Plan

1. As a result of the recent exercise in long-range planning for the EXCOM, a number of themes were identified which require further action. The items generally concern improving the management of support services and need research, coordination, and study. To accomplish this, it is requested that you conduct a thorough review of the subjects listed in the attachment and submit a detailed report of your findings. Your efforts should result in a thoughtful exploration of the topics which, from a Directorate viewpoint, considers the organizational implications as well as the potential for improving the efficiency, effectiveness, and timeliness of our support to the Agency's mission.

2. In addition to addressing the items listed in the attachment, you are requested to conduct a general review and report on the performance of your office in response to customer requests. This review should also verify the need for all administrative reporting which you originate. You should include a discussion of the timeliness, quality, and responsiveness of your support, both at Headquarters and in the field. Some examples of the support to be covered are: (1) behavioral science support and guidance on counterterrorism, (2) health education for employees, (3) clinical medicine, (4) emergency health care, (5) dispensaries/health units at Headquarters and overseas, (6) selection, testing, and evaluating personnel for employment and reassignment, and (7) medical support to operations. Also provide a thorough discussion on how to reduce lead times, improve the overall quality of support, and reduce unnecessary paperwork. Your review should also identify those sections of regulations that are thought to be unnecessarily cumbersome. A mutually acceptable date for the completion of these reports should be coordinated with the DDA Plans Officer.

Harry E. Fitzwater

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Attachment

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1 - HEF Chrono (w/o att)  
1 - DDA Subject (w/att)  
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1. INCREASED AVAILABILITY OF MEDICAL SERVICES FOR EMPLOYEES:

This report should explore ways of improving the public image of the Office of Medical Services to make employees feel that OMS is there to help and encourage them to make use of OMS services. As a non-financial incentive to attract and retain a superior employee, we need to pursue an aggressive health care program. There must be ways to do so without substantial investment in resources.

2. EXPLORE GYM FOR NEW BUILDING: In conjunction with the Office of Logistics, you should develop a plan for an adequate exercise facility in the new building. At the same time, you should suggest ways to enhance our current facilities to improve the environment and provide a more comprehensive program. You should also include a look at the feasibility of getting a corporate membership at a local handball court that could be used by all our employees on a reservation basis as an extension of our in-house facilities.

3. PSYCHOLOGICAL ASSESMENTS: Your study should include ways of encouraging more use of psychological assesments for traditional purposes and also explore ways to encourage use in areas where they are currently under utilized or not used at all. This paper should be coordinated with the Office of Security and should include a review of the evolving social mores of current and future applicants and its concomitant effect on our security and personnel management policies and what effect these changes will have on our future operating mode.

**ROUTING AND TRANSMITTAL SLIP**

Date

19 Jan 83

**TO:** (Name, office symbol, room number,  
building, Agency/Post)

Date

1. EO/DDA

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JAN 1983

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